

FRIENDS, FOUNDATIONS, AND LIBRARY CONTACTS

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Friends

Every library needs friends

- The Friends can raise funds and help with the needs of the library beyond what the library can do, either financially or legally.
- Can also help as volunteers, advocates or lobbyists.



Examples of what Friends can do

- Fund raising
 - ▣ Book Sales
- Purchases
 - ▣ Food for programs
 - ▣ Summer reading prizes
- Staff recognition



Organizing a Friends Group

- ❑ Determine the purpose and need for the group.
- ❑ Select a steering committee to reflect your community and the needs of the group.
- ❑ Optional- Join the Friends of Indiana Libraries (FOIL).

Organizing, continued

- Obtain Federal and State tax-exempt status.
 - ▣ Allows group to legally sell items
 - ▣ Allows contributions to be tax-deductible



Constitution and By-laws

- Define your dues structure and membership categories.
- Create a membership brochure.
- Begin the publicity campaign in your community.
 - ▣ Be sure to involve elected officials, trustees, and other interested parties.
- Determine a tentative schedule for the first year, including committees.
- If fund raising is important, have a campaign in place and set goals.
- Set the opening meeting.
 - ▣ Plan the program carefully.
 - ▣ Have a brief agenda for the first meeting.
- Develop a long-range plan for Friends. Re-evaluate after the first year.

Revitalizing a Group (Source: United for Libraries)

- Define problem areas for group.
 - ▣ Speaking with former members or directors may help.
- Discuss possibilities for engaging new members.
- Give a party for current and past members (including dropouts).
- Publicize Friends activities (print and social media)

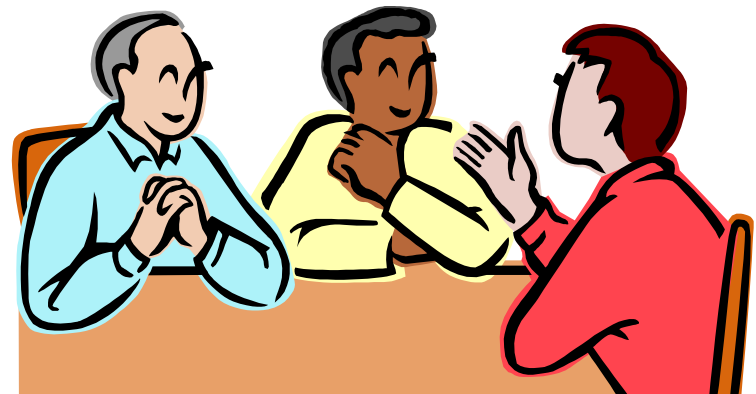


Revitalizing, continued.

- Reevaluate your goals and objectives with the information you should now have.
 - ▣ Did you have too broad a mission?
 - ▣ Were you stressing fund-raising to the neglect of other activities?
- Reorganize the board of directors, adding positions and reducing burden on individuals.
- Review benefits of membership, making sure they are in line with what your community expects.
- Review communications to members; are they being kept informed?
- Start a membership drive
- Consider enrolling of new members as a year-round effort, not limited to a certain period.
- Be sure to appreciate and recognize efforts of every magnitude.

Resources for Friends

- Friends of Indiana Libraries (FOIL)
 - ▣ Division of ILF
- United for Libraries (Formerly ALTAFF)
 - ▣ Division of ALA





Foundations

Benefits of a Library Foundation

- Provides revenues to the library to enhance services.
- It can give the library alternatives it usually does not have in its budget structure.
 - ▣ E.g. Stepping in to pay for an unplanned expense during a tightly budgeted fiscal year.
- Many public libraries are limited in the amount of reserve or building funds they can accumulate. A foundation can be used for this purpose.

Forming a Foundation

- Preliminary planning:
 - ▣ Selecting board members
 - Good cross-section of residents from community
 - ▣ Mission statement/strategic plan
 - ▣ Organizational meeting
 - Articles of Incorporation
 - Bylaws
 - Tax exempt status



Other considerations

- Friends and Foundation can work in tandem
- Funding the Foundation
 - Deferred giving
 - Endowment fund drives
 - Direct mail
 - Special events
 - Raffle
 - ...Any other creative fund-raising idea that is legal.





Contacts



Who can I call?

- ISL
 - LDO
 - PDO

“Statewide Services”
- Other State Agencies
 - SBOA
 - DLGF
 - DWD
 - ICPR
 - DOL
 - DOR
 - ISDH
- Other Library Organizations
- Director email addresses

